

# **Payroll Dialogue Minutes**

Wednesday, December 09, 2009

## **1. SDI/PFL Reminder - Dena**

- If you have employees in the Blue Collar (01), IBEW (07), or FCEA (03) units and they go on an extended leave due to illness, injury, pregnancy, or bonding time make sure they are informed of their SDI/PFL benefits. Employees are not required to apply but the City is required to inform them that they can.
- Basically, if they are filling out FMLA paperwork, they should also fill out the State forms. If you are not the person responsible for FMLA paperwork, please remind the people in your department that are responsible to inform these employees. Any employee that is going to be gone from work due to disability or a paid family leave reason for more than 8 calendar days needs to be notified.
- Please see the dialogue from 10/3/07 for more information on qualifying and using SDI and PFL.
- Don't forget that we have a pregnancy leave document on our Website that discusses how SDI/PFL, FMLA/CFRA, PDL, and City rules all work together. This document may also be useful to see how they work in conjunction with other forms of SDI/PFL.

## **2. Reminder to Update Employee Addresses - Mary Jane**

- Please have employees check their paychecks and advices to ensure their address is correct.
- If it is not correct they need to have it fixed ASAP to receive their W-2 at the end of January (also important for employees receiving checks in the mail on December 31st).
- Personnel requires all employees use PeopleSoft Self Service for all address changes. Employee may use any City computer to log in or may go to Personnel for help.

## **3. Christmas/New Year's Payroll Processing - Steven**

- Please have all data entered and approved by December 23rd. Dena must have all paperwork by 5pm on the 23rd.
- If you will be working during the furlough period, your deadline to turn in all paperwork and have everything entered and approved (Kronos and PeopleSoft) is 8am on the 28th. It may be difficult to get into the building on this day as City Hall will be closed. Use one of the back doors and have security let you in or have one of our work phone numbers with you, call us, and we can come down and get it.
- The most important thing is to make sure that all of your permanent employees have 80 hours for the pay period - extra pays can wait until the next payroll.
- The Payroll Posse will NOT be in the office December 24th or 31st. Only limited staff will be in the office on the 30th.
- Paychecks will be mailed on the 30th, advices will be picked up on Jan 4th. Date of delivery to employee's home address will be dependent on the US Postal Service. Employees will NOT be able to come in and pick up their checks as City Hall will be closed. If employees are concerned about their check being mailed they will have to sign up for Direct Deposit. In order for a new direct deposit to be working on December 31st they must enter their information into PeopleSoft Self Service by Sunday, December 13th or turn the Direct Deposit Enrollment Form (Payroll Website) into Arlette by noon on Tuesday, December 15th. It is unknown at this time when credit union deductions will be posted for employees that still have these, they may want to convert to direct deposit according to the above deadlines to ensure that money is deposited in a timely manner.
- All direct deposits will be available to employees on December 31st.

#### 4. Furloughs - Jeff

- Everything below pertains only to employees in:
  - FCEA - White Collar
  - ATU - FAX drivers
  - IBEW - Trades and Crafts
  - CFPEA, CFMEA and Unrepresented Mgmt
- Furlough time will be taken between Dec 24 and Dec 31 for most employees, employees required to work during this period MUST take their 40 hours before June 30th. If taken later, it may be taken in any unit of time (1 hour at a time or all 40 at once). Permanent part-time employees will only have to take the number of hours that they are scheduled to work in a week (a 36 hour a week employee will only have 36 furlough hours).
- All employees will be on 5x8 schedules for the two weeks covered by the furlough (unless their normal schedule is required by the department).
  - 9/80 schedules will need to be converted for the period between Dec 14 and Jan 10.
  - 4x10 schedules will be converted between Dec 21 and Jan 3.
- Time reporting code FRL will be used for the furlough time taken (see exception below for employees already signed up for VLT). Kronos employees will enter the time as Furlough.
- If another type of leave was previously scheduled during this time (holiday or vacation), convert it to furlough.
- We will deduct 1.54 hours of time from each pay period in 2010. (Earn code FB+) Employees will NOT be able to have the entire amount taken from their check at once.
- Non-exempt employees who leave service before furlough is paid for will have the balance withheld from their final paycheck.
- Employees previously enrolled in Voluntary Leave will not be required to furlough for more than 40 hours. If any VLT leave is still available, they must use it during the furlough period. There is no single answer on what will occur if the amount of VLT available is less than 40 hours or they already used all of their VLT time. Possibilities are: they may use another leave to make up the time they will be gone, sign up for more furlough hours to cover the time, or work in another department to make up the rest of the time. Make sure that you code the furlough period correctly for these people since if they still have VLT available, you must use that code.
- Please send Dena an email if you want to know who in your department is signed up for VLT or how much time they have left available to them.
- Laid-off employees will receive SPDLV for furlough period. They will not receive the holiday, post SPDLV on December 25. All of their payoffs should be posted on December 31st and they will receive their final check January 15th (December 28th through the 31st is in a new pay period).
- Employees on OJI will remain on OJI during the furlough period and will have to take their furlough time when they return.
- Employees on SDI/PFL will continue to use 13 hours of sick (or another leave) a week during the furlough period and will have to use their furlough time when they return.
- Employees on long term sick/FMLA will remain on long term sick/FMLA and will have to take their furlough time when they return.
- Eve leave for FCEA - 4 hours will be added to member's vacation balance. They may take this vacation time at the convenience of the department and the employee. All FCEA employees will receive this regardless of their status (SPDLV, SDI, etc...). Employees working on the 24<sup>th</sup> and 31<sup>st</sup> (essential personnel) may NOT leave 4 hours early on either of those days and have it coded as R01. If they are leaving early they must take Vacation or Holiday just like any other time. If an employee wants to leave work early on the 23rd, they must use Vacation or Holiday same as above.
- We are still waiting to find out about Standby pay for furloughed employees. We will let you know as soon as we have a final answer.

## **5. On the Job Injury - Jeff**

- We have added new time reporting codes to track separate on-the-job injuries:
  - J19\_B for second injury
  - J19\_C for third injury
  - J20\_B and \_C codes for partial shifts
- If an employee has more current OJI claims than the three we have made available, use the \_C code for the additional claims.
- There was a change to the law for sworn safety employees:
  - J14 for injuries occurring after Jan 1, 2010

## **6. Payroll Quiz Recognition - Dena**

Please join us in congratulating the below people for being the first to provide us with correct answers in each of our Payroll Quizzes.

10/14/09 - Dary Boualamsy - Water  
10/21/09 - Barbara Bixman - Fire  
10/28/09 - Carri Carrillo - Finance  
11/04/09 - Penny Hupp - Facilities  
11/12/09 - Rosemary Murrieta - PD  
11/18/09 - Carri Carrillo - Finance  
12/02/09 - Timothy Tonel - Water

## **Question and Answer Session**

**Q.** Why are employees that signed up for VLT being made to use it during the furlough time? Why can't they use it when they planned and use the same furlough time (FRL) as everyone else during that week?

**A.** VLT employees will be allowed to sign up to add on FRL time. Employees should contact Personnel to sign up for more time.

**Q.** What happens if the entire VLT or FRL is not taken before June 30<sup>th</sup>.

**A.** It is important that you make sure that does not happen. Dena has been tracking the VLT people and will send an update to everyone in January about what is left to use. Since the majority of employees will be using their 40 hours of FRL and or VLT during the same week this should only be an issue for a handful of people.

**Q.** Does the furlough affect any future vacations?

**A.** No. The furlough will not affect future vacations, holiday leave, or any accruals.

**Q.** Can a temp post hours on furlough days? Does that include Christmas and New Year's days?

**A.** Any days that temps work must be posted and paid. Since temps are hourly employees they are not subject to the furlough and do not receive any Holiday pay. However, please keep in mind that they should only be working if they are considered essential personnel. If they are not considered essential they should not be working.

**Q.** Will payroll be sending a City-wide email that checks will be mailed 12/30/09? Or should departments be informing staff?

**A.** Payroll will not be sending out an email, it is up to the departments to notify those employees receiving a paper check. See direct deposit deadlines in #3 if employees want to have their check direct deposited instead.

**Q.** Do employees have a choice as to where they would like their 4 hours of FCEA eve leave banked?

**A.** No, all FCEA employees will receive their eve leave in their Vac bank on the same day. Steve will be posting the eve leave to the Payline on the 23rd so employees will see it on their 12/31/09 paycheck.

**Q.** Why is the eve leave added to vacation instead of Holiday? Does this contradict the FCEA MOU?

**A.** Actually, the FCEA MOU states that if an employee works full days on both the 24th and 31st they will have 4 hours added to their Vacation bank. It is due to this language, the four hours id being posted to Vac. If this will put an employee over the maximum vacation hours, the four hours will go to Holiday.

**Q.** What happened to the extra hour of pension on the last paycheck? Why on the last check were there fewer deductions?

**A.** The last pay period ended on 11/29/09 which was the third pay period in the month. Whenever we have 3 pay periods in a month we do not take out those deductions that are meant to only be removed twice a month. This usually occurs twice every year.

**Q.** Can SDI be retro? (Employee is out for 2 months before paperwork is in place)

**A.** First, keep in mind that employees only have 49 days to file a claim with SDI so if they have waited 2 months to do the paperwork they will not be approved. An employee's time can be reversed to reflect that they are now on SDI but that means that they will suddenly owe the City all of the money that has already been paid to them by way one of their leaves. If the time is not reversed, the employee will end up owing the State all of that money. The best thing any employee can do is apply right away and tell their payroll clerk so only 13 hours of leave is used and no money is owed back. Also keep in mind that for the first 8 calendar days after the injury, the employee is required to use their leave and are not limited to the 13 hours a week.

**Q.** How much sick leave do you use per SDI if you are going to be off because of surgery?

**A.** The rules for SDI are the same regardless of the reason for the disability. All employees are limited to 13 hours a week of sick leave while they are on SDI (after the 7 calendar day waiting period).

**Q.** If an employee is on long term illness and is about to max out his vacation but still has sick leave, can he request that some of his vacation be used in lieu of sick to protect his accruals?

**A.** The use of vacation leave is dependent on Supervisor approval. As long as his supervisor (and department) approve of him using some of his vac, it is ok. Departments should only consider doing this under special circumstances.

An exception to this would be in regards to employees on SDI. All employees (regardless of unit) using SDI are required by their MOU to use all sick leave before any other type of leave will be granted.

**Q.** What happens when an employee reaches 48 hours of family sick leave?

**A.** Every unit is different so it is important to look at them each individually. Generally, once an employee has used 48 hours (this number is different for members of Units 02, 13, and 14) of sick for family sick reasons, any future family sick will have to charged to a different leave. The use of that leave is dependent on supervisor approval and the rules for requesting that leave should be followed. FCEA has special rules that allow some employees to use 20 hours of their supplemental sick for family sick reasons leave prior to exhausting their sick leave balance. If a FCEA employee has a 0 sick leave balance they may use their 20 hours of Supplemental Sick Leave for Family Sick before using their 48 hours of sick leave for family sick. Please see the dialogue from 11/20/08 for more information on these special rules. You may also request a list of employees that do and do not qualify to use supplemental sick early from Dena.

Employees in units 02, 13, and 14 may use between 113 hours and 120 hours of combined Annual Leave and Supplemental Sick leave for family sick (whichever is half their annual accrual plus 20 hours of Supplemental Sick). They can only use their Supplemental Sick if they have an annual leave balance of 0.